

ATTACHMENT A

NEW JERSEY SITE REMEDIATION LICENSING BOARD
CONTINUING EDUCATION COURSE AND CREDIT APPROVAL PROCESS

I. BOARD-APPROVED COURSES, SEMINARS, WORKSHOPS, CONFERENCES, AND/OR CONVENTIONS

It is the objective of the New Jersey Site Remediation Professionals Licensing Board to establish, implement, maintain, and monitor a Continuing Education Program for Licensed Site Remediation Professionals. The Continuing Education Program will facilitate and enhance the professional development and practice of each LSRP with respect to ethics and the technical, regulatory, and management principles that will enable the LSRP to exercise the professional judgment and standard of care needed to perform the LSRP's duties under SRRA, the highest priority of which is the protection of public health, safety, and the environment.

To be designated as "Board-approved", the following minimum requirements shall be met:

Subject matter: To be approved for credit, a course, seminar, workshop, conference, and/or convention must include content that is designed to maintain or enhance an LSRP's ability to maintain proficiency with applicable rules and regulations, reinforce and/or broaden technical skills, promote ethical conduct, and render competent, professional LSRP services. Courses must contain content that meets the Board's definition of either an "Ethics", "Regulatory", or "Technical" course.

Ethics Courses: Approved "Ethics" courses must have educational content that is designed to maintain or enhance the individuals understanding of the tenets of ethical conduct with respect to the provision of professional services as a LSRP in New Jersey. Approvable ethics courses are directly concerned with understanding the differences between ethical and unethical behavior and should incorporate the code of conduct for LSRPs found in the Site Remediation Reform Act with direct examples of situations that LSRPs may face during performance of their duties at sites in New Jersey.

Regulatory Courses: Approved "Regulatory" courses must have educational content designed to maintain or enhance the ability of LSRPs to competently perform, supervise and/or coordinate response actions (i.e., Preliminary Assessments, Site Investigations, Remedial Investigations, Remedial Action Alternatives Evaluations, and/or Remedial Actions) in New Jersey in compliance with applicable regulatory requirements. Approvable "Regulatory" courses must be directly focused on an understanding of, and compliance with, the broad range of legal and regulatory requirements applicable to the provision of LSRP services in New Jersey.

Technical Courses: Approved "Technical" courses must have educational content that is designed to maintain or enhance the ability of LSRPs to competently perform, supervise and/or coordinate the scientific and/or technical components of response actions (i.e., Preliminary

ATTACHMENT A

NEW JERSEY SITE REMEDIATION LICENSING BOARD CONTINUING EDUCATION COURSE AND CREDIT APPROVAL PROCESS

Assessments, Site Investigations, Remedial Investigations, Remedial Action Alternatives Evaluations, and/or Remedial Actions) in New Jersey. Approvable technical courses are directly concerned with performing such activities; however, if the technical subject matter of the course is more generally focused, it should at least be clearly relevant to the scientific and/or technical components of response actions at sites in New Jersey.

General Course Requirements. To be considered by the Board for approved continuing education credit, a course provider or LSRP must demonstrate that:

1. Adequate attendance records will be maintained, including, at a minimum, sign-in and sign-out confirming attendance for the duration of each course;
2. If not offered as part of a university or college curriculum, at least one (1) contiguous hour of instruction will be provided;
3. The course, seminar, workshop, conference, and/or convention will be taught by competent instructors knowledgeable in the subject matter to be presented; and
4. A written outline or syllabus will be followed.

Requests for Approval. The Board strongly prefers that requests for Board approval be submitted at least three months before the course, workshop, seminar, conference, and/or convention is to commence. The Board meets only once a month and will endeavor to act on a request within three months of its receipt. Requests for retroactive approval of CECs (i.e., those already commenced or completed by the time the Board meets to review the requests for their approval) will not be considered by the Board unless taken within one-year of the applicant taking the examination for the Permanent LSRP License .

A complete request for approval must include the following:

1. Date(s), time(s) and location(s) of the course, workshop, seminar, conference, and/or convention;
2. The number of continuing education credits requested, note also that:
 - a. Generally, the Board allows one Continuing Education Credit (CEC) for each hour of approved course or seminar instruction, however, special rules may apply to courses offered as part of a university or college curriculum;
 - b. CEC calculation of one CEC for up to 50% of the total hours of instruction applies to conferences, workshops and/or conventions with no more than 8 CEC's in a 3-year licensing period;
 - c. The final CEC determination will be made by the Committee subject to approval by the Board on a case-by-case basis; and
 - d. Webinars and other On-line Courses require pre-approval by the Board and would be eligible for 1:1 CEC per hour of instruction; however, in addition to the requirements for Board approval as outlined herein, successful completion of an examination is also required at the completion of the webinar or on-line

ATTACHMENT A

**NEW JERSEY SITE REMEDIATION LICENSING BOARD
CONTINUING EDUCATION COURSE AND CREDIT APPROVAL PROCESS**

course and the course provider must issue a certificate of completion, or similar documentation, to the LSRP.

3. A written course, workshop, seminar, conference, and/or convention outline or syllabus;
4. A written statement describing the course, workshop, seminar, conference, and/or convention and establishing its relevance to environmental compliance activities at sites in New Jersey;
5. The credentials of the instructor(s);
6. A statement that the sponsoring organization will maintain a record of attendance (including sign in and sign out documentation) and will follow the course, workshop, seminar, conference, and/or convention outline or syllabus;
7. The different credit options (if any) attending LSRPs will have for earning specified hours of continuing education credit;
8. For all courses, workshops, seminars, conferences, and/or conventions, a statement that the sponsoring organization will, at the completion of the course, conduct an evaluation of the course instructor(s) using, at a minimum, evaluations prepared confidentially by the students attending the course and maintained in such a manner that the identity of each student evaluator is not disclosed to the course instructor;
9. In the case of a Webinar or other On-line Course, documentation to confirm that an examination will be required of each course participant upon completion of the Webinar or On-line Course; and
10. Any other information which the Board requests of the course provider or LSRP submitting the course approval request to demonstrate compliance with the Board's continuing education regulations at _____.

**II. BOARD-APPROVED CONFERENCES, WORKSHOPS, CONVENTIONS
(TO BE DEFINED INDIVIDUALLY)**

Requests for Approval of Conferences/Workshops/Conventions: To be approved as a Board-approved conference, workshop, or convention, a sponsor must, prior to the event, the course provider or LSRP must submit a request for approval to the Board enclosing the following:

1. A full description of the event, including a description and schedule for each of its sessions, workshops, and/or demonstrations;
2. The date, time, and location of the event;
3. A statement that the sponsor will comply with all the requirements set forth in _____, which require the maintenance of a sign-in/sign-out log and describe the rules for calculating conference credits;
4. The number of CEC's requested; and
5. Any other information which the Board requests of a course provider or LSRP submitting the approval request to demonstrate compliance with the Board's continuing education regulations at _____.

ATTACHMENT A

NEW JERSEY SITE REMEDIATION LICENSING BOARD CONTINUING EDUCATION COURSE AND CREDIT APPROVAL PROCESS

As previously noted, the Committee recommends a calculation of one CEC for up to 50% of the total hours of instruction with no more than 8 CEC's for conferences/conventions and/or workshops in a 3-year licensing period. The final determination will be made by the Committee subject to approval by the Board on a case-by-case basis.

III. BOARD-APPROVED PROFESSIONAL PRESENTATIONS

LSRPs may obtain credit for teaching and/or instruction during a Board-approved course, workshop, seminar, conference, and/or convention as well as presentation of original technical work for a Board-approved professional, peer-reviewed publication subject to the requirements set forth below.

Request for Approval for Teaching/Instruction Credit: To be approved for credit as a teacher and/or instructor during a Board-approved course, workshop, seminar, conference, and/or convention, the LSRP must, prior to the event, submit a request for approval to the Board enclosing the following:

1. Name of provider/sponsor, date(s), time(s) and location(s) of the Board-approved course, workshop, seminar, conference, and/or convention;
2. Specific outline of subject being taught;
3. The number of CEC's requested; and
4. Any other information which the Board requests of the LSRP to demonstrate compliance with the Board's continuing education regulations at _____.

Request for Approval of Presentations: To be approved as a "Board-approved" presentation at a professional conference or convention, the LSRP must, prior to the event, submit a request for approval to the Board enclosing the following:

1. A full description of the event, including name of provider/sponsor, date(s), time(s) and location(s) of the Board-approved course, workshop, seminar, conference, and/or convention;
2. A copy of the presentation;
3. The number of CEC's requested; and
4. Any other information which the Board requests of the LSRP to demonstrate compliance with the Board's continuing education regulations at _____.

The Committee recommends a calculation of one CEC for up to 50% of the total hours of instruction with no more than 8 CEC's for presentations in a 3-year licensing period. The final determination will be made by the Committee subject to approval by the Board on a case-by-case basis.

IV. BOARD-APPROVED SCHOLARLY PUBLICATIONS

ATTACHMENT A

**NEW JERSEY SITE REMEDIATION LICENSING BOARD
CONTINUING EDUCATION COURSE AND CREDIT APPROVAL PROCESS**

LSRPs may obtain credit for publication of original technical work in scholarly peer-reviewed or refereed journals or presenting their work at Board-approved conferences, subject to the requirements set forth below.

Requests for approval of publications: To be approved as a "Board-approved" scholarly publication, a sponsor or LSRP must, prior to publication, submit a request for approval to the Board enclosing the following:

1. A full description of the journal;
2. A copy of the work and date of publication;
3. The number of CEC's requested; and
4. Any other information which the Board requests of the LSRP to demonstrate compliance with the Board's continuing education regulations at _____.

The Committee recommends a calculation of one CEC for up to 25% of the total hours of time required by the LSRP to complete the publication with no more than 8 CEC's within this category in a 3-year licensing period. The final determination will be made by the Committee subject to approval by the Board on a case-by-case basis.